2010 Indiana Public Library annual report workshop

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Indiana State Library

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Bibliostat Collect

- Internet Survey

- Collect, Verify and Submit Data

- 2010 @ Sign Indicates Question is Related to Standards

Application Interface

- Login/Password emailed to you

- Disable Pop-Up Blockers

- Toolbar

- Navigation of Onscreen Menus

- F11 to View Full Screen

- Some Content Filled with Previous Year Data

Need Assistance

- Please read instructions and definitions
- Technical Questions Contact Bibliostat Collect
    - Product Support at: 1-866-785-9935

Survey and Definition Questions

- Please read instructions and definitions
- Contact Library Development Office
  - Edie Huffman
  - 800-451-6028
  - 317-232-3681
  - ehuffman@library.in.gov

Part 1 Physical Location

- ☐ Central

- ☐ Branch

- ☐ Bookmobiles

- ☐ Construction

Availability Part of Location Information

- ☐ Standards Items Required for Compliance
  - ■ Hours
  - ■ Phone Number
  - ■ Fax Number
  - ■ Library Email Address
  - ■ Library URL Web Address
  - ■ Bandwidth
    - ☐ Ask Your Vendor If You Don't Know
    - ☐ Do Not Guess

Availability of Library to the Public

- Daily Schedule for Central Library
  - Total Regular Weekly Hours (no longer winter hours)
- Number of Weeks Library is Open
- Evening Hours (open after 6:00 p.m.)

Part 2 Registrations

- ☐ Number of people who used a PLAC card to borrow materials (not the number of PLAC card borrowers in your system, unless the person has used a PLAC card in the report year).?????

Registered Borrowers: Nonresident

- Breakdown of Registered Borrowers
  - Total Number of Non-Resident Cards
  - Total Number related to Public/Private School and their Employees e.g. live in an unserved area but are in a school district in your library's taxing district
  - Note: Total Number non-resident student borrowers (Q13) is subset of total number of non-resident registered borrowers (Q11)

Registered Borrowers: Nonresident

- Library Employees out of district given privileges

- Library has a policy that governs the reduced fee or free or cards

Part 3 Taxable Area (County/Township/City) and Tax Rates for Library Funds

- Funds associated with a tax rate
  - Operating
  - BIRF
  - LCPF
    - Did you close the fund for upcoming budget year
    - N/A if your library does not have this fund

Part 3 Taxable Area (County/Township/City) and Tax Rates for Library Funds

- Define political subdivision(s)/unit(s) taxed by an individual public library district for library service.
  - Type of unit is numbered one (1) through twelve (12) in definitions
  - See also Table 1 from 2009 Statistics
- Contracts are by nature impermanent, the information is not prefilled

Part 4 Operating Fund

- ☐ Report only income receipted into Operating Fund
- ☐ Enter dollar amounts as whole dollars
- ☐ County Contractual Libraries – Combine and report all income from host and contractual library
- ☐ Do not report Gift Fund money here
- ☐ Do not include ANY funds transferred to operating income from another account; did not receive tax draw or you borrowed to cover
- ☐ Do not report State Technology Grant Fund here

Part 4 Operating Fund

- ☐ Local Government income
- ☐ State Government income
- ☐ Federal Government income
  - ■ LSTA grants
- ☐ Other income
  - ■ Fines/fees
  - ■ Interest on Investments
  - ■ Gift Receipts
  - ■ Foundation money: public and private

Part 5 Operating Fund Expenditure

- ☐ Enter dollar amounts as whole dollars

- ☐ Report actual expenditures no encumbered funds

- ☐ Report estimates or N/A if you cannot estimate

- ☐ Do not report transfer to LIRF or Rainy Day Fund as expenditure

- ☐ This is only for operating expenditures, unless otherwise noted.

Four Categories

- Personal Services
    - Separate lines for wages and benefits
- Total Supplies
- Other Services and Charges
- Capital Outlays

Capital Fund Expenditures

- In addition to operating, may come from LIRF, Rain Day, LCPF, Gift or Technology Fund

- Specific or Special
    - Onetime extraordinary costs
    - New construction
    - Emergency repair

- Computers for Public Access

Part 6 Capital Revenue

- ☐ Report all governmental funds received in the report year, designated by the community, district or region and available to the public library for the purpose of major capital expenditures. Include LCPF, BIRF/Lease Rental, LIRF, Rainy Day Funds.

- ☐ Report private (non-governmental funds), including grants and gifts received by the library for the purpose of major capital expenditures

Part 7 Employment Data

- Full-Time Equivalent (FTE) - The total of part-time and full-time employees equated to the number of full-time positions.

- FTE, full time equivalent, is based on a 40 hour work week, to make it consistent with data from other states. number computed within the annual report form

Part 8 Library services and technology

- ILLs
  - Photocopies sent by any means and not returned are not counted
- Evergreen
  - Transfers are not interlibrary loans
  - These are counted in the circulation records

Part 8: Annual Local Library Service

- Program counts and attendance counts
    - Count each program of a series as one program
    - Children's program totals (in-library and outreach) automatically calculated.
    - Grand total automatically calculated
    - 6 week SRP for children at each fixed location (central and branch)

Part 8: Young Adult Programs

- ☐ Young adult services to encompass youth ages 12-18

- ☐ Include on-site and off-site

- ☐ Do not include programs offered by other groups that use the facility

- ☐ Summer Reading Program (SRP)

  - ◼ Subset of Library programs in the library

Library Service Per Year

- Reference questions, visits to library, users of public Internet computers, in-house circulation
- Typical Week Count
  - No holidays
  - Neither busy or slow
  - Seven (7) consecutive days
  - All outlets
  - Multiply by 52

Part 8: Electronic Services

- Databases
  - Inspire
  - Other database purchases
    - Counter compliant statistics
  - Self produced or owned

Annual Internet Usage

- Wireless Hub
  - Include Laptops circulated
- Public Internet computers
  - Number of users
  - Number of hours

Measure Internet Usage

- ☐ Page Views in Web domain
- ☐ Page Views of Homepage
- ☐ Public Access Catalog page views

Internet Speed

□ T1=1.5 Mbps

□ For some speeds see ENA pricelist on LDO webpage:
   http://www.in.gov/library/files/contact2.pdf

□ Fiber

   ■ Contact ENA Account Service Manager for speed

Part 8: Bookkeeping and Circulation System

- Bookkeeping System is auto filled, please review content and change as needed
- Integrated Library System (ILS)
    - Online library catalog

Part 9 Circulation

- ☐ Please read instructions carefully

- ☐ Do not include equipment , computer usage, and in-house circulation which is called out in another question

Part 9: Holdings

- Read definition or instruction
- Physical unit
  - If it has one barcode that's a unit
  - Or one catalog record

Part 10 Library Board

- Contact information
- Track appointment
  - Term(s)
  - Expiration Date
  - Appointing authority
- Review auto filled information

Part 11 Salary

- Salary for director is annual salary

- Report dollars and cents, hourly salary for all other staff

- Report the salary determined for 2010. Most other data elements are for the reporting year.

- *NEW* Report highest certification level for position or what would be advertised to fill a position

Part 11 Salary

- PLEASE carefully review position names, as they have been revised for 2009.
    - Department Head, Manager or Supervisor
    - *NEW* Security
    - Messenger or Courier
    - Page, Intern or Student Assistant
- Use a repeating group for *OTHER* only if you can not find a good fit for your position.

Part 11Salary

- Report all positions for which you have a salary schedule
  - Librarian refers to how your library classifies position, not to degree or certification level.
- PLEASE carefully review position names, as they have been revised for 2009.
  - Department Head, Manager or Supervisor
  - *NEW* Security
  - Messenger or Courier
  - Page, Intern or Student Assistant

Part 12 PLAC Loans

- ☐ Accurate count, do not estimate

- ☐ Do not include reciprocal borrowing (RB)

- ☐ Count of items borrowed on a PLAC card

- ☐ Please no numbers next to your library name

Part 13 Statement of Compliance with Standards

- Yes/ No response
- 13A Current standards
- 13B Proposed stands effective January 1, 2011

Part 14 Statement of intent to comply with standards

- Part 14
  - Only necessary if you answer "no" to any question in Part 13A – Statement of compliance with standards
  - A "no" in Part 13A with no explanation in this part will trigger a phone call.

Part 15 Supplement Questions

- How much money did your library receive from the sale of non-resident cards in 2010?

- Historic newspapers
  - Holdings
    - Microfilm
    - Digitization

Accuracy of Data

- Built-in features to check

- Human check

- Data you report to ISL is what is reported to PLSC, unless there is some question about it, either after I review it or Census Bureau does.

- Once I post data, this is data that is viewed by other librarians, legislators, citizens looking for information. If it is not accurate or incomplete, there can be problems.